



## South Coast Air Quality Management District

### Engineering & Compliance

*Policies &  
Procedures*

#### **SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT STATIONARY SOURCE COMPLIANCE MEMORANDUM**

**DATE:** July 20, 1993  
**TO:** SSC Managers  
**FROM:** Pat Leyden /s/ Pat  
**SUBJECT:** Procedures for Handling Permit Applications Submitted by Certified Permitting Professionals.

I am pleased to announce that we have granted certificates of completion to our first Permit Application Training Program participants. Thirty-five consultants and business community staff will now be submitting applications under this program. This memo will outline procedures for review, reporting and processing of these applications.

#### **BACKGROUND**

As you remember, one of the District's New Directions efforts was to "Privatize" some of the permitting processes. Our response was to create the Permit Application Training Program in which we completed the initial workshop this past February. Graduates are known as "Certified Permit Professionals" (CPP) and are responsible for all of the following upon application submittal:

- Permit wording and process description;
- All emission calculations (criteria and toxic);
- Rule compliance determination;
- Assessment of CEQA and public notice requirements;
- To quantify emissions offsets and the source of the offsets; and
- Risk assessment

Please note that these certifications are intended to facilitate the filing of applications for permit to construct and/or permit to operate and are not for plan applications or those to obtain Emission Reduction Credits (ERC).

## PROCEDURES FOR HANDLING APPLICATIONS

### PRESCREENING

Prescreening of these applications should be minimal. Since they are to have covered all of the areas noted above, it is only necessary to prescreen for the correct fee and to make sure the application form is signed by the responsible company representative. These are the only reasons to reject applications at this stage. Applications filed by CPP's are identified by inclusion of their name and certificate number (e.g. B4310) in the blank space on the 400A application form immediately below the District's name and address at the top of the form.

### PERMIT SERVICES

Permit Services will:

1. Identify the application folder by stamping "CPP" in the upper, right, outside corner;
2. Report any CPP applications which have been rejected during prescreening to the Permit Streamlining Team (Larry Bowen); and
3. Report all CPP applications assigned to the processing units to the Permit Streamlining Team (Larry Bowen)

Reports will be completed weekly on forms provided by the Permit Streamlining Team.

### PROCESSING TEAMS

The processing engineer should not be required to do any primary calculations or compliance determinations, but should only perform a review of work already completed by the CPP. The processing engineer will complete the process by entering the appropriate data into CAPPS and readying the application for supervisory review. When these applications are classified as 180-day applications, they should be completed within 60 days or less if all the submitted work is correct. In the event the CPP does not do his/her job well and the application is found to be deficient, the processing team will supply the following information to the Permit Streamlining Team:

- Application number(s);
- Name of CPP;
- Applicant's name;
- Application type (P/C, P/O, 7,30,180-day permit categories);
- Application deficiencies; and
- Processing engineer assigned to the application.

Some of this information may be covered in an Additional Information (A/I) letter. In this case, pencil in the remaining information needed and forward a copy to the Permit Streamlining Team. If an A/I letter is not being sent, please include the requested information in a memo addressed to the Permit Streamlining Team.

I appreciate your willingness to assist in this data gathering and quality assurance effort, and as the program matures a database will be established to minimize these efforts.

cc: Carol Coy  
Bill Fray  
Lee Lockie

## Certified Permitting Professional Application Report

For The Week Ending \_\_\_\_\_

Page \_\_\_\_ of \_\_\_\_

**(Please Forward to Permit Streamlining Team)**

Applications Rejected for Incorrect Fee At Prescreening	
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Applications Accepted and Assigned to Processing Units									
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81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100

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<b>Certificate No:</b>	<b>Name:</b>
<b>Renewal Date:</b>	<b>Company Association:</b>
<b>Phone No. Home:</b> <b>Work:</b>	<b>Mailing Address:</b>
<b>Black Mark Summary (Enter Application No.)</b>	
(1)	(2)
	(3)

[illegible]